

~~CONFIDENTIAL~~ 30 October 1952REPORT FOR THE WEEK OF 27 - 31 OCTOBER

To: The Deputy Director of Training (G)

From: Management Training Division

I. Accomplishments

25X9 Three groups of supervisors in P&P Admin. were given the P. E. R. training this week, (approximately [redacted]). This completes the training program in the use of the Personnel Evaluation Report form for departmental staff in the DDI, DDA, DDP, Commo, and Training offices. ~~A formal report will be prepared next week.~~ *informal report*

25X1 [redacted] made a basic presentation on the CIA Human Resources Program to the top policy staff of OCD on Thursday. After this initial "appreciation" meeting for the top staff, the top staff decided that they should be the first group to take the course. The CIA Human Resources Program will begin in OCD on 12 November and will continue until all supervisors in that Office have been through the course.

25X1 Further checking with those who have gone through the Clerical Orientation Program indicates an almost unanimous agreement as to its usefulness to them and its general practicality. [redacted] has done a splendid job in furnishing the drive and enthusiasm to get it going. So far, approximately [redacted] people have been processed in this program. 25X9

25X1 Clerical refresher and clerical induction programs continue at their slightly better-than-usual pace.

II. Developing Plans

25X1 An effort is being made to hold all sessions of the Clerical Orientation Program in Alcott Hall. For a two month period [redacted] is planning cooperatively with [redacted] to use available rooms in Alcott Hall. 25X1

[redacted] will make a presentation on the CIA Human Resources Program and other management training plans at the DDA staff meeting on Monday 3 November. 25X1

25X1 When [redacted] returns from sick leave, we will take up the matter of conducting the CIA Human Resources Program in FDD. They are apparently actively interested.

III.

No

IV.

report.

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CHIEF, MANAGEMENT TRAINING DIVISION

25 YEAR RE-REVIEW